




## CHILD TRAVEL DOCUMENT APPLICATION for stateless and protected persons in Canada (under 16 years of age)

**Warning:** Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal to issue a travel document, the revocation of a currently valid travel document, and/or the imposition of a period of refusal of travel document services.

Type or print in **CAPITAL LETTERS** using black or dark blue ink.

<b>1 CHILD'S PERSONAL INFORMATION (SEE INSTRUCTIONS, SECTION F)</b>				 <b>Anticipated date of travel</b> It is recommended that you do not finalize travel plans until you receive the requested travel document.	
Surname (last name) to appear in the travel document				<div>Month <input type="text"/> Day <input type="text"/></div> <div><input type="radio"/> Unknown</div>	
Given name(s) requested to appear in the travel document		UCI			
All former surnames (including surname at birth if different from above. These will not appear in the travel document.)					
Place of birth					
City		Country or Territory		Prov./Terr./State (if applicable)	
Date of birth (YYYY-MM-DD)		Sex <input type="radio"/> F Female <input type="radio"/> M Male <input type="radio"/> X Another gender		Natural eye colour	
				Height (cm/in)	
Current home address					
Number Street		Apt. City		Prov./Terr./State Postal/ZIP code	
Mailing address (if different from current home address)					
Number Street		Apt. City		Prov./Terr./State Postal/ZIP code	
Children under 16 years of age are not required to sign the application form, however children aged 11 to 15 are encouraged to sign this section. No one other than the child must sign in the signature box in section 1 or in the travel document issued to the child once it is received.				<div><b>Sign within border</b></div> <div></div> <div><b>Signature of child (see Instructions, section F)</b></div>	
Date (YYYY-MM-DD) Signed at					
City				Prov./Terr./State	
<b>2 INFORMATION ON APPLICANT PARENT AND OTHER PARENT(S) (SEE INSTRUCTIONS, SECTION I)</b>					
• Is the child currently the subject of an adoption process or partially or fully in the care of a provincial or territorial family services organization in Canada or the equivalent abroad?				<input type="radio"/> No <input type="radio"/> Yes, include <b>all</b> documents	
• Are there any separation agreements, court orders or legal proceedings pertaining to the child that refer to custody, decision-making responsibilities, access, parenting time and/or mobility?				<input type="radio"/> No <input type="radio"/> Yes, include <b>all</b> documents	
Relationship between the applicant (parent or legal guardian) and the other parent or legal guardian				Date of marriage (if applicable) (YYYY-MM-DD)	
<b>Applicant (parent or legal guardian)</b>			<b>Other parent(s) or legal guardian(s)</b>		
Current surname (last name)			Current surname (last name)		
Given name(s)			Given name(s)		
All former surname(s) (if different from above)			All former surname(s) (if different from above)		
Date of birth (YYYY-MM-DD)		Country or Territory of birth		Date of birth (YYYY-MM-DD) Country or Territory of birth	
Address			Address		
Number Street Apt. City		Prov./Terr./State Postal/ZIP code		Number Street Apt. City Prov./Terr./State Postal/ZIP code	
Telephone (primary)		Telephone (other)		Telephone (primary) Telephone (other)	
Email address (required)			Email address (required)		
<b>Declaration</b> —I solemnly declare that I am the parent or legal guardian of the child named in section 1 and that all of the information provided and all statements made in this application, as well as all documents submitted to support the application, including the child's photos are unaltered and true. I declare that I have read and understood the <b>Warning</b> at the top of page 1 and the <b>Privacy Notice Statement</b> in section N. I consent to the collection, use and disclosure of my personal information and that of the child as outlined in the Privacy Notice Statement.			<b>Declaration</b> —I solemnly declare that I am the parent or legal guardian of the child named in section 1 and that all of the information provided and all statements made in this application, as well as all documents submitted to support the application, including the child's photos are unaltered and true. I declare that I have read and understood the <b>Warning</b> at the top of page 1 and the <b>Privacy Notice Statement</b> in section N. I consent to the collection, use and disclosure of my personal information and that of the child as outlined in the Privacy Notice Statement.		
Signature of applicant (also sign section 4) Date (YYYY-MM-DD) Signed at			Signature of other parent or legal guardian Date (YYYY-MM-DD) Signed at		

**3 PROOF OF IMMIGRATION STATUS IN CANADA (SEE INSTRUCTIONS, SECTION J)**

To establish your child's immigration status in Canada, provide a photocopy of **one (1)** of the following valid documents and write the requested information:

- ☐ Permanent resident card
 ☐ Temporary resident permit
 ☐ Verification of status  
☐ Notice of decision issued by the Immigration and Refugee Board of Canada
 ☐ Positive pre-removal risk assessment results letter

Immigration status document number \_\_\_\_\_ Date of issue (YYYY-MM-DD) \_\_\_\_\_ Date of expiry (if applicable) (YYYY-MM-DD) \_\_\_\_\_

**4 DECLARATION OF APPLICANT**

Surname (last name) of applicant		Given name(s) of applicant	
Relationship to the child	Surname (last name) of child	Given name(s) of child	

**Declaration**—I understand that if the child is issued a Canadian travel document and later obtains a passport issued by the child's country of citizenship, I am obliged to return the Canadian travel document to Passport Program, Immigration, Refugees and Citizenship Canada. I solemnly declare that the photos enclosed are unaltered and a true likeness of the child and that all of the statements made and the information provided in this application, as well as any supporting documents, are true. I declare that I have read and understood the **Warning** on page 1 and the **Privacy Notice Statement** (see section N). I consent to the collection, use and disclosure of my personal information and that of the child by Passport Program, Immigration, Refugees and Citizenship Canada, other federal government institutions, Government of Canada offices abroad and third party entities as outlined in the Privacy Notice Statement in the Instructions.

Signature of applicant	Date (YYYY-MM-DD)	Signed at	
		City	Prov./Terr./State

**5 DECLARATION OF GUARANTOR (SEE INSTRUCTIONS, SECTION K)**

The guarantor must know the applicant identified in section 4.

The guarantor or the applicant can complete this section, with the exception of the **four fields in bold** which **must** be completed by your guarantor.

Surname (last name)		Given name(s)	
Occupation		Name of firm or organization	
Telephone (primary)	Telephone (other)	Email address	
Business address			
Number	Street	Apt.	City
Full name of applicant (parent or legal guardian)		Full name of child	

**Declaration**—I solemnly declare that I have known the applicant identified in section 4 personally for at least **six (6)** months. I have signed the back of **one (1)** of the photos to certify the image is a true likeness of the child. **I acknowledge and understand that I am responsible for validating all pages of the application form and all relevant identity documents to the best of my knowledge.** I declare that I have read and understood the **Warning** at the top of page 1 of this application and the **Privacy Notice Statement** in Section N of the Instructions. I consent to the collection, use and disclosure of my personal information as outlined in the Privacy Notice Statement in the Instructions.

I have known the applicant (parent or legal guardian) for	Number of months	Signature of guarantor	Date (YYYY-MM-DD)	Signed at
				City

**6 PREVIOUS CANADIAN TRAVEL DOCUMENT (SEE INSTRUCTIONS, SECTION L)**

• Has a Canadian travel document (certificate of identity or refugee travel document) been issued to the child in their current name or any other name?

☐ No ☐ Yes (specify) 

Number	Date of issue (YYYY-MM-DD)

Your child's previous Certificate of Identity or Refugee Travel Document will be securely destroyed unless it contains a **valid visa and you have made a request to have it returned to you.**

**Note:** If a Canadian travel document has been reported lost, stolen, damaged or is inaccessible, and has not yet expired, complete form [PPTC 203, Declaration concerning lost, stolen, inaccessible, damaged or found Canadian travel document](#), available online at [Canada.ca/passport-forms](#). **A Canadian travel document is no longer valid if damaged or reported as lost, stolen, or inaccessible.** There is an administrative fee for the replacement of a lost or stolen Canadian travel document that has not yet expired.

**7 CITIZENSHIP AND TRAVEL DOCUMENTATION (SEE INSTRUCTIONS, SECTION M)**

**Note:** If insufficient space, attach a separate signed and dated sheet.

What is the child's original citizenship?

Has the child acquired any other citizenship? ☐ No ☐ Yes, indicate country 

Country

Does the child have any valid travel document or passport from any country other than Canada? ☐ No ☐ Yes, enclose the document (original only). If no longer in your possession, explain why.

Has the child visited another country since their entry to Canada? ☐ No ☐ Yes (specify)

Date left (YYYY-MM-DD)	Date returned (YYYY-MM-DD)	Country	Reason
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Date left (YYYY-MM-DD)	Date returned (YYYY-MM-DD)	Country	Reason
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Have you, since the child's date of entry to Canada, applied for a passport or travel document for the child (or renewal of such a document) from their country of origin or citizenship?

☐ No, provide a detailed explanation of your reasons for not applying.

☐ Yes, if the request was refused, enclose the letter of refusal. If unable to provide this letter, explain why. If no reply was received, write all the steps you have taken.

**8 EMERGENCY CONTACT INFORMATION (OPTIONAL)**

 This information is helpful if the child requires emergency assistance while outside of Canada.

Surname (last name)	Given name(s)
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Relationship to the child	Telephone (primary)	Telephone (other)	Email address
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Current home address

Number	Street	Apt.	City	Prov./Terr./State	Postal/ZIP code
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**Signature of applicant**

Date (YYYY-MM-DD)

# CHILD TRAVEL DOCUMENT APPLICATION

## for stateless and protected persons in Canada (under 16 years of age)

### INSTRUCTIONS

#### A ENTITLEMENT TO A CANADIAN TRAVEL DOCUMENT

**Important notice: We recommend that you not finalize your travel plans until you receive the requested travel document.**

A Canadian travel document reflects the identity of the applicant as determined by proof of immigration status in Canada, issued by Immigration, Refugees and Citizenship Canada and documents to support identity.

- **Refugee travel document:** issued to persons in Canada with protected person status, including Convention refugees and persons in need of protection.
- **Certificate of identity:** issued to permanent residents of Canada who are not protected persons and who are stateless or are unable to obtain a national passport.

#### Warnings:

- Some countries may not accept the certificate of identity as a valid travel document. You should check with the consulate or embassy of the country the child will be visiting before applying for a certificate of identity.
- Canadian refugee travel documents and Canadian certificates of identity are not valid for travel to the bearer's country of citizenship.
- For stateless and protected persons in Canada over 16 years of age, use form [PPTC 190. Adult Travel Document Application](#).
- Eligibility for either a travel document or a certificate of identity can be determined only after all required information has been submitted and reviewed. These documents are issued only in Gatineau, Quebec.
- If the child is issued a Canadian travel document and later obtains a travel document or a passport issued by the child's country of citizenship, you **must** return the Canadian travel document issued in the name of the child to the Passport Program.

#### B REQUIREMENTS CHECKLIST

- |   |  |
|---|--|
| <input type="checkbox"/> <b>All three (3)</b> pages of the application form completed and signed within the last <b>twelve (12)</b> months and certified by the guarantor           | <input type="checkbox"/> Any valid foreign travel document or national passport issued to the child or in which the child's name appears   |
| <input type="checkbox"/> <b>Two (2)</b> identical and unaltered passport photos of the child taken within the last <b>six (6)</b> months, <b>one (1)</b> certified by the guarantor | <input type="checkbox"/> Acceptable proof of parentage   |
| <input type="checkbox"/> A photocopy of a valid proof of immigration status document for the child.   | <input type="checkbox"/> <b>All documents</b> (including any divorce judgment or order) pertaining to the child that refer to custody, decision-making responsibilities, access, parenting time and/or mobility. |
| <input type="checkbox"/> Any non-expired Canadian refugee travel document or Canadian certificate of identity issued to the child   | <input type="checkbox"/> The fee   |

#### C FEE

Refugee Travel Document – **CAN\$57**

Certificate of Identity – **CAN\$141**

All applicants must pay the required fees for a Certificate of Identity or a Refugee Travel Document. Applicants must pay the fees for the document they wish to apply for. Please refer to the definitions in Section A. If the Passport Program Immigration, Refugees and Citizenship Canada determines that you are not eligible for the document for which you paid for, you will be required to pay the remaining balance, or you will receive a refund.

#### Methods of payment (Canadian funds only)

- Pay your fees online and include a copy of the receipt with your application.

#### Important

- Every person who requests travel document services must pay the applicable fee in the exact amount.
- Applicants who cancel their application or are refused a Canadian refugee travel document or certificate of identity are not eligible for a refund of the service fee.
- Administrative fees and applicable interest will be applied to all dishonoured payments.
- Fees are subject to change.

**D WHERE TO APPLY**

**By mail**  
POD PPT-COI  
PO BOX 8100 STN A  
SYDNEY NS B1P 0M2

**By courier**  
Humanitarian and Identity Operations  
Branch – PPT-COI  
3050 Wilson Ave  
New Waterford NS B1H 5V8

**Do not** mail or bring your application form to any other Passport Program service location. The original documents that you enclose with the child's application are valuable. We recommend you use a courier or mail service that allows you to track your package.

**E CONTACT INFORMATION**

- Automated telephone service is available 24 hours a day, 7 days a week. Agents are available Monday to Friday from 8:00 a.m. to 4:00 p.m. (Eastern time) in Canada.
- The travel document application instruction booklet in Braille is available upon request only. For more information or to order that format, contact the Passport Program.

**Information on travel documents, fees and processing times**

[Canada.ca/passport-service-standards](https://Canada.ca/passport-service-standards)



Toll-free: 1-888-242-2100



TTY (for people who are Deaf or hard of hearing)  
Toll-free: 1-888-576-8502

**Information on immigration status**

[Canada.ca/immigration](https://Canada.ca/immigration)

**Travel reports, warnings and requirements**

For travel advice and warnings or foreign entry and exit requirements (how long the travel document has to be valid for travel to a foreign country), visit [travel.gc.ca](https://travel.gc.ca).

**F CHILD'S PERSONAL INFORMATION****Surname (last name) and given name(s) requested to appear in travel document**

Write the child's name to appear in the travel document. This name is normally the same as the surname (last name) and given name(s) shown on the child's proof of immigration status. If you are requesting a travel document in a name that is different from the name that appears on the child's immigration status document, one (1) of the following documents will be required to confirm the child's change of name:

- A legal change of name order;
- An adoption order; or
- Proof that the record of entry at Immigration, Refugees and Citizenship Canada has been amended, i.e. the approved form IMM 1436, *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents*.

**UCI**

Indicate the child's Unique Client Identifier number (UCI) or Client Identification number (Client ID). It is a 8 or 10 digit number as it appears on the child's immigration document.

**All former surnames**

All former surnames that differ from the surname requested to appear in the travel document, including the child's surname at birth must be declared. Please separate your former surnames by a comma. These former surnames will not appear in the travel document.

**Date of birth**

The date of birth will be inscribed in the travel document exactly as it appears on the proof of immigration status unless Immigration, Refugees and Citizenship Canada records have been amended subsequent to the child's admission to Canada. In this case, the original approved form IMM 1436, *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents*, is required. If the child's proof of immigration status does not show a complete date of birth, the specific year, month and day of the child's birth will be entered as shown on the child's supporting identification. Provide original supporting identification showing that date of birth or copies signed and dated by your guarantor.

**Sex**

If the sex or gender identifier requested to appear in the travel document does not match the child's Immigration Status Document, or the child's latest travel document, complete and submit form [PPTC 644, Request – sex or gender identifier – Child Under 16 Years of Age \(PPTC 644\)](#), available online at [Canada.ca/passport](https://Canada.ca/passport).

**Current home address and Mailing address (if different from current home address)**

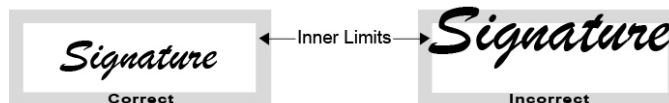
The passport will be delivered to the mailing address provided. If the mailing address changes within 30 days of submitting the child's application, you must notify the Passport Program (see section F).

**Email address**

Include your email address on the form if you have one, so we can contact you if needed. Please note that information sent by email is not transmitted over a secure connection.

**Signature**

Children under 16 years of age are not required to sign the application form, however children aged 11 to 15 are encouraged to sign Section 1. No one other than the child must sign in the signature box in Section 1 or in the travel document issued to the child once it is received.

**G WHO MAY APPLY FOR A TRAVEL DOCUMENT FOR A CHILD?**

- One of the child's parents
- The child's custodial parent in cases of separation or divorce
- The child's legal guardian

## H ANTICIPATED DATE OF TRAVEL

Regardless of the date of travel you indicate on the application form, processing times and requirements for expedited services are still applicable. Processing times begin once a completed application form, payment and all required supporting documentation are received (see section B). Processing times **do not** include mailing time. Visit [Canada.ca/passport-service-standards](https://Canada.ca/passport-service-standards) for more details.

**It is recommended that you do not finalize travel plans until you receive the requested travel document.**

The Government of Canada, or any representative of the Government of Canada will not be liable for any loss incurred as a result of or arising out of the travel document not being delivered in time for you to travel on the date you have specified on the application form.

## I INFORMATION ON APPLICANT AND PROOF OF PARENTAGE

**All parents, including all legal guardians,** are requested (and may be required) to participate in obtaining travel document services for the child and to sign the application form. The other parent(s) and legal guardian(s) may be contacted. If you do not know the current whereabouts of the other parent(s) or legal guardian(s), contact the Passport Program (Section E). If the child has more than **two (2)** parents or legal guardians, provide the required information **(including their signatures)** for each additional parent or legal guardian on a separate sheet of paper and sign and date it before you submit it with the application.

### All former surnames

All former surname(s) that differ from the current surname, including the parent's surname at birth, must be declared.

### Proof of parentage and proof of guardianship

You must provide one or more of the following acceptable proof of parentage documents demonstrating the relationship between the child and the parent(s) and/or legal guardian(s). A detailed birth certificate from the foreign country in which the child was born, indicating the full name of the parent(s) and the full name of the child, the child's date and place of birth, the issuing authority from the country of birth or their government representative abroad, and the date of registration or issue:

- An adoption order indicating the names of the child and adopting parent(s);
- Proof of guardianship indicating the names of child and the legal guardian(s).

### Agreements and legal documents

**All documents** (including but not limited to any divorce judgment or order) pertaining to the child that refer to custody, decision-making responsibilities, access, parenting time and/or mobility must be submitted with the application. If necessary, contact the applicable issuing authority to obtain all necessary documents. In processing a travel document application for a child under 16 years of age, the Passport Program must be vigilant in ensuring that the legal rights of the parents or legal guardian(s) with respect to the child are safeguarded and that the child is protected from any foreseeable harm. As such, the Passport Program must fulfill its legal obligations in delivering a travel document in the name of each child, as is outlined in the *Canadian Passport Order* and the *Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction*. These legal obligations may require the Passport Program to request access to all legal documents naming the child in question and/or information regarding all parent(s) or legal guardian(s).

### Relationship of the applicant parent with the other parent(s) and/or legal guardian(s)

Indicate your current relationship with the other parent: single (no relationship), common law, married, separated, divorced or widowed. Indicate the date of marriage to the other parent, if applicable. Additional information or documentation may be requested.

### Children in foster care or undergoing an adoption process in Canada

If the child is in foster care or undergoing an adoption process in Canada, you must also complete one (1) of the following forms: [PPTC 463A](#), [PPTC 463B](#) or [PPTC 463C](#). *Additional Information for children in foster care and children undergoing an adoption process in Canada*, available online at [Canada.ca/passport](https://Canada.ca/passport).

### Deceased parent(s) and/or legal guardian(s)

If any of the other parents or legal guardians are deceased, you must enclose a copy of the death certificate(s) with the application. When completing section 2 on the application form, you must provide as much information on the deceased parent(s) and/or legal guardians as possible.

**Additional documentation** (for example, marriage certificate, legal change of name certificate, etc) may be required to link the name(s) of parents or legal guardian(s) from the proof of parentage document to the name(s) identified in section 2 of the application form or in other submitted documentation.

## J PROOF OF IMMIGRATION STATUS IN CANADA

Provide a photocopy of **one (1)** of the valid immigration status documents listed in section 3 on the application form. Additional information may be requested to confirm the child's immigration status in Canada. An original Immigration Status Document may be required to support the child's travel document application. If you need an immigration status document, contact Immigration, Refugees and Citizenship Canada (see section E).

## K DECLARATION OF GUARANTOR

A guarantor is a person other than the applicant who confirms the applicant's identity and has knowledge of the child. The other parent, legal guardian, family member or a person who resides at the same address as the applicant may be the guarantor, provided that this individual meets the specified requirements.

### The guarantor must meet the following criteria:

- be a Canadian citizen or a permanent resident living in Canada;
- have known you (the applicant) personally for at least **six (6)** months. To know you personally means your guarantor is able to confirm aspects of your personal attributes;
- know you well enough to be confident that the statements you have made on the application form are true;
- be accessible to the Passport Program for verification;
- **be included one (1) of the following groups:**
  - Dentist, medical doctor or chiropractor
  - Judge, magistrate or police officer (municipal, provincial or RCMP)
  - Lawyer (member of a provincial bar association), or notary in Quebec
  - Mayor
  - Minister of religion authorized under provincial or territorial law to perform marriages
  - Notary public
  - Optometrist
  - Pharmacist
  - Nurse Practitioners
  - Postmaster
  - Principal of a primary or secondary school
  - Professional accountant (member of APA, CA, CGA, CMA, PA or RPA)
  - Professional engineer (P. Eng., Eng. in Quebec)
  - Senior administrator in a community college (including CEGEP)
  - Senior administrator or teacher in a university
  - Veterinarian

The above list is not a recognition or endorsement by the Passport Program, Immigration, Refugees and Citizenship Canada of professional status or superior qualifications

The guarantor or the applicant can complete this section, with the exception of the **four fields in bold** which **must** be completed by your guarantor.

The guarantor must perform the following **two (2)** tasks **free of charge**:

1. Complete or validate the information entered in the section 5 - Declaration of Guarantor. The guarantor **must** complete the following **four fields in bold**: **A) I have known the applicant for (number of months), B) Signature of guarantor, C) Date, D) Signed at**. Ensure you have completed and signed all pages of the application before submitting it to your guarantor.
2. Write "I certify this to be a true likeness of (child's name)" on the back of **one (1)** of the child's photos and sign it.

The Passport Program reserves the right to request a new guarantor.

**Important:** The applicant cannot help the guarantor in performing their duties. If the guarantor needs help they can contact the Passport Program (see Section E).

If you have **not known** an eligible guarantor for at least **six (6)** months, complete form PPTC 326, *Statutory Declaration in Lieu of Guarantor for a Travel Document*, available at any Passport Program regional office or contact the Passport Program (see section E). The form must be completed at your expense before a person who is authorized by law to administer an oath or solemn affirmation. **This may delay the processing time of the Canadian travel document.**

## L PREVIOUS CANADIAN TRAVEL DOCUMENT

Enclose any Canadian travel document (certificate of identity or refugee travel document) that is not expired and was issued to the child in their current name or any other name. If the travel document's expiry date is more than **twelve (12)** months from the date the application is submitted, provide a written explanation as to why you are applying at this time. Should the Passport Program not be satisfied that you have an acceptable reason for applying early, your application for the child's travel document may be refused.

## M CITIZENSHIP AND TRAVEL DOCUMENTATION

- Enclose any valid foreign travel document or national passport issued to the child or in which the child's name appears. If you are no longer in possession of this travel document or passport, complete section 7 on the application form, describing the document and the date and place of issue, and explain its present whereabouts. If the document has been seized by Immigration, Refugees and Citizenship Canada, provide the *Notice of Seizure* (IMM 5265).
- If your foreign passport is kept in safekeeping by the Passport Program, you can retrieve it when you obtain Canadian Citizenship, up to two years after the foreign passport is expired or at any time you need it. You must return the refugee travel document if you request your foreign passport to be returned to you.
- Unclaimed foreign passports will be destroyed two years after their expiry. If there is a valid visa in the expired foreign passport, the foreign passport will remain in safekeeping until the visa is also expired, and then the foreign passport will be destroyed.
- If the child has visited another country since their entry to Canada, provide the exit and entry dates for each departure from Canada, and explain the reason for each visit to another country since their arrival to Canada (if insufficient space, attach a separate signed and dated sheet).
- If the child has been refused a national passport, enclose the letter of refusal. If the letter is not in either English or French, you must submit a translation of the document done by a certified professional, non-certified professional or third party translator.
- If the child has been refused a national passport and you have not received a letter of refusal from the authorities to whom the application was made, enclose copies of any relevant letters you may have kept regarding the request for a passport (or a passport renewal) for the child. Write on the application form (see section 7) the results of the application, including the date you were refused (if insufficient space, attach a separate signed and dated sheet).
- If you have applied for a national passport for the child and have not received a written response, write in detail on the application form (see section 7) all the steps you have taken (by order of date) to obtain the passport and the results achieved. Enclose copies of any relevant letters you may have retained (if insufficient space, attach a separate signed and dated sheet).

## N PRIVACY NOTICE STATEMENT

Personal information provided on this application form is collected by Immigration, Refugees, and Citizenship Canada (IRCC) under the Minister's authority to exercise the Royal Prerogative over Canadian travel documents. The personal information provided will be used for the purpose of processing applications, determining entitlement to certificate of identity or refugee travel document services and administering related services. In the same context, the guarantor's personal information is subject to verification and security queries to determine whether the individual meets the guarantor requirements. Personal information may be collected from and/or disclosed to other federal government institutions, provincial/territorial governments, foreign governments, investigative bodies and/or law enforcement for the purpose of validating identity, determining current and ongoing entitlement to related services, and administering or enforcing any law or carrying out a lawful investigation. Information about the applicant may be shared with the Canada Border Services Agency (CBSA) for the purpose of cessation proceedings or to determine a travel document holder's admissibility to Canada.

Personal information may also be used for purposes including research, statistics, quality assurance, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting.

Failure to complete the form in full may result in a delay or the application not being processed. The *Privacy Act* gives individuals the right of access to, protection, and correction of their personal information. If you are not satisfied with the manner in which IRCC handles your personal information, you may exercise your right to file a complaint to the [Office of the Privacy Commissioner of Canada](#). The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank – [IRCC PPU 080 and IRCC PPU 082](#).

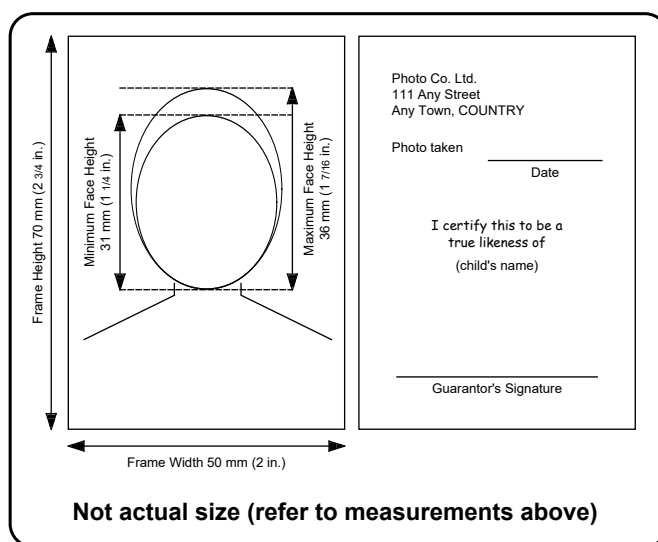
## O CANADIAN PASSPORT PHOTO INSTRUCTIONS

**Note:** Photo specifications for the travel document are different from those for a permanent resident card. You must submit **two (2)** identical and unaltered photo prints with each Canadian travel document application. Third party photo software and digital photo altering applications are not acceptable in the submission of photos to the passport program.

More information is available at [Canada.ca/passport-photos](https://Canada.ca/passport-photos).

### The photos must:

- be taken in person by a commercial photographer;
- be professionally printed on plain, high quality photographic paper (photos printed at home are not acceptable);
- be clear, sharp and in focus; in colour or black and white;
- show a neutral facial expression (**no smiling, mouth closed**) and looking straight at the camera, with **eyes open and clearly visible**;
- have uniform lighting—no shadows, glare or flash reflections;
- show a full front view of the face and top of the shoulders squared to the camera (face and shoulders centered in the photo, head not tilted or turned);
- reflect natural skin tone and be taken against a plain white or light coloured background with enough contrast between the background, facial features and clothing, so that your features appear clearly against the background;
- be originals that **have not been altered in any way** and not taken from an existing photo;
- be taken within the last **six (6)** months from the date the application is submitted and reflect the current appearance of the child;
- if you cannot meet these requirements for medical reasons, please provide a written explanation.



### The following must appear on the back of one photo

- The name and complete address of the photo studio (not a P.O. Box) and the date the photo was taken. The photographer may use a stamp or handwrite this information (stick-on labels are not acceptable).
- The **guarantor's** signature. Note: If you are using the PPTC 326, *Statutory Declaration in Lieu of Guarantor* (see section K), the signing official must also sign the back of the photo.
- The statement "I certify this to be a true likeness of (name of child, written by guarantor)".

### Additional information

- Prescription glasses may be worn in photos as long as there is no glare and the eyes are clearly visible.
- The red-eye effect, tinted glasses and sunglasses make the photos unacceptable.
- Hats and head coverings must not be worn, except for religious beliefs or medical reasons. The head covering and hair must not cast shadows on the face and the full face must be clearly visible.
- The photo must show the child's head and shoulders only. The parent's or child's hands must not appear in the photo.
- The Passport Program, Immigration, Refugees and Citizenship Canada recognizes that it is difficult to obtain a neutral expression from a newborn and will be tolerant in this respect.
- For newborn babies, the photo may be taken while the child is sitting in a car seat, as long as a white blanket is placed over the seat behind the child's head. There must be no shadows on the face or shoulders, around the ears or in the background.
- Natural looking wigs are acceptable.

# IMPORTANT INFORMATION CONCERNING CHILDREN TRAVELLING ABROAD

For more information, visit [international.gc.ca](http://international.gc.ca) and [travel.gc.ca/child](http://travel.gc.ca/child).

## P TRAVELLING WITH CHILDREN OR CHILDREN TRAVELLING ALONE



Immigration authorities in most countries are increasingly vigilant when children cross international borders. Whether travelling alone or accompanied by an adult, each child travelling abroad must have an individual valid passport or travel document and may also require supporting documentation. Prior to any travel, you should contact the embassy or consulate of all countries the child will be visiting to inquire about entry requirements.

## Q DOCUMENTATION TO FACILITATE TRAVEL ABROAD



The following documents may be requested to support the entry of a child to another country:

- Birth certificate showing the names of both parents.
- Agreements and legal documents that refer to custody, decision-making responsibilities, access, parenting time and/or mobility.
- A letter of consent authorizing the child to travel alone, with only one parent or with someone other than the custodian or guardian, as the case may be. The child should have a letter from every person or organization with custodial rights, guardianship rights or, in Quebec only, parental authority. Global Affairs Canada recommends that the letter be certified, stamped or sealed by an official with the authority to administer an oath or solemn declaration.
- If one of the parents is deceased, the death certificate.

## R DOCUMENTATION AND TIPS TO FACILITATE THE RETURN TO CANADA



The following tips may help to avoid delays when a child is returning to Canada:

- Make sure you carry proper identification for yourself and any children travelling with you to help confirm your legal right or authorization to enter Canada upon your return.
- If you have custody or decision-making responsibility of the child, carry copies of documents that specify your custody rights.
- If you are not the legal guardian of the child, carry a letter of permission or authorization giving you custody or decision-making responsibility when entering Canada. When one parent is travelling with a child, a letter from the other parent can also facilitate the return of both the parent and the child. The letter should also contain telephone numbers at which the parents or legal guardians can be contacted.
- If you are travelling with a group, make sure you are in the same vehicle as the child you are accompanying when arriving at a border crossing.
- Have the child memorize a telephone number to call in case of emergency.

## S CUSTODY INFORMATION

Custody or parenting arrangements in Canada may not be recognized in another country. In extreme cases, the child may not be able to leave the country visited. Before leaving on a trip, it is advised to verify with the embassy or consulate of the country or countries the child will be visiting to determine the documentation relating to custody of or decision-making responsibilities over the child that may be requested.

For further information, contact:



Global Affairs Canada:

In Canada: 1-800-267-6788

Outside Canada: 1-613-944-6788

- If a family dispute could possibly arise while travelling with the child, you should talk to a lawyer prior to your departure. We suggest that you also read the publication *International Child Abduction: A Guidebook for Left-Behind Parents*.

You may order a copy online or access an online version at:



Website: [travel.gc.ca](http://travel.gc.ca)

For a free copy, call:



In Canada: 1-800-267-8376

Outside Canada: 1-613-944-4000

## T TRANSLATION

All documents submitted as part of the travel document application that are in a language other than English or French must be accompanied by a translation completed by a certified professional or a non-certified professional translator.

If the document is not a court document or legally binding agreement made between two or more parties, then a third party translation is acceptable.

A translation produced by a certified professional, non-certified professional or third party translator must be accompanied by form [PPTC 659, Statutory Declaration for Translators](#).

Third party translators must have the Statutory Declaration notarized by an official (lawyer, notary, commissioner of oaths).

The Passport Program will not accept a translation completed by the applicant or a relative of the applicant. Visit [Canada.ca/passport](http://Canada.ca/passport) for more information on the Passport Program's definition of a relative.